

MEMORANDUM

TO: FY 2010 WV Community Corrections Program Directors
FY 2010 Grant Project Directors
FY 2010 Grant Fiscal Officers

FROM: Lora J. Maynard
Senior Justice Programs Specialist

DATE: June 1, 2009

RE: FY 2010 Grant Report Forms
Project Period: July 1, 2009 – June 30, 2010

The enclosed CD contains the following **MONTHLY** report forms:

- Request for Reimbursement
- Project Financial Report Forms
- Financial Recap Sheet
- Monthly Progress Report

Also, enclosed is a revised Office and Computer Equipment Listing Form. This form must be completed for all office and computer equipment as described in the forms instructions. This form must be submitted with the corresponding request for reimbursement any time equipment is purchased using community corrections funds.

Only the forms provided on the enclosed CD will be accepted by DCJS. Therefore, **all previous forms should be discarded.**

The CD also includes other optional forms for your convenience. Those forms include:

- WVCC Timesheet. *This form is optional, but is recommended. Agency timesheets must contain a signature line for both the employee and supervisor to be accepted by DCJS.*



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- Travel Expense Sheets. (1 word document and 1 excel document)
*These forms are optional, but expense logs must contain the same
information as these expense sheets.*

June 1, 2009

Reports are due in this office on the **twentieth (20th) day of the month** following the reporting period (Example: the report for July 1 through July 31 will be due on August 20).

Monthly reports are to include:

1. A Monthly Progress report that includes a summary of grant related activities during the month. This report should reflect all activities conducted during the reporting month in order to meet the grant's stated goals and objectives. Information contained in this report should be directly related to each goal and objective of the approved grant.
2. Statistical data reflecting the number of offenders served and the type of services offered during the reporting month. This should include reports generated by the CCIS.
3. Copies of each Local Criminal Justice/Community Corrections Board Meeting minutes. If the local Board did not meet during a reporting month, it should be noted at the end of the progress report. Otherwise, monthly reports could be placed on hold awaiting the submission of meeting minutes.

In addition, minutes from any County Commission meeting in which the Community Corrections grant or Community Corrections funded staff are discussed must **also** be attached with corresponding monthly reports.

4. Request for Reimbursement. A copy of this form is to be submitted monthly with the Project Financial Report for the purpose of DCJS issuing a reimbursement check. The total requested should agree with amounts listed on the Project Financial Report form. This form must contain the original signature of either the Authorized Official or the Fiscal Officer of the approved grant. This form should not be altered in any way.
5. Financial Report. This report must be prepared and submitted on a monthly basis. Attach copies of invoices, as well as, proof of payment, to verify expenditures. Matching contributions should also be

documentation and should be recorded on the forms.

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6. Financial Recap Page. A copy of this form is to be completed and submitted monthly with the Project Financial Report Form and the Request for Reimbursement Form. This form supplies a specific breakdown of requested items and funds for each entity for each reporting period. Each agency requesting reimbursement for funds in a reporting period should complete this form or provide their own form that lists an itemization of funds for each reporting period.

Feel free to print, copy and/or distribute the forms to all staff that is required to complete reports for the grant project.

Also, be advised failure to provide monthly reports on the correct forms, with the appropriate supportive documentation, and in a timely manner could result in a delay of reimbursement, deobligation of grant funds, and/or could jeopardize your programs ability to receive future grant funds under the WV Community Corrections Grant Program.

Should you have any questions, please feel free to contact me at (304) 558-8814, extension 216 or Lora.J.Maynard@wv.gov.

LJM/bw
Enclosures

[Lmaynard/communitycorrections/grantforms/memo](#)